

SAMPLE LETTER OF INTEREST

John Doe
123 Main Street
Anywhere, NJ 01234

Month, Day, Year

The Honorable Rush Holt
House of Representatives
Twelfth District Office
50 Washington Road
West Windsor, NJ 08550

Dear Representative Holt:

I desire to attend the (*Pick one or indicate first and second choice:* United States Military Academy/United States Naval Academy/United States Air Force Academy/Merchant Marine Academy) and to be commissioned in the U.S. (*Pick one:* Army/Navy/Air Force/Merchant Marine). I respectfully request that I be considered as one of your nominees for the class entering in the summer of 2011.

The following data are furnished for your information:

Name of Applicant: John Doe

Permanent Address: 123 Main Street, Anywhere, NJ 01234

Telephone Number: 555-555-1234

Temporary Address and telephone number (*if different from above*):

High School: City High School

Date of Birth: January 1, 1993

Social Security Number: 000-00-0000

Names of Parents: Jon Doe & Jane Smith

I have requested that a pre-candidate file be initiated for me the Admissions Office at (*insert name of Academy*).

Sincerely,
(*Signature*)

**APPLICATION FOR NOMINATION
TO A UNITED STATES SERVICE ACADEMY**

**CONGRESSMAN RUSH HOLT
12TH DISTRICT, NEW JERSEY**

I am seeking a nomination for: #1 (first choice) _____

#2 (second choice) _____

Full Name: _____

Legal Address: _____
Street City Zip

Telephone: () _____ Social Security Number: _____

Date of Birth: _____ Place of Birth _____

Father's Name: _____ Mother's Name: _____

High School: _____ Counselor: _____

Telephone Number of School Counselor: () _____

Have you attended college (circle one)? Y N If yes, where?

Have you sought a nomination from our office before (circle one)? Y N

Please provide the dates the following tests were taken: SAT _____ ACT _____

I have not taken the required tests, but plan on taking the: SAT _____ ACT _____
(Please provide dates)

Please attach photo here:

**APPLICATION FOR NOMINATION
TO A UNITED STATES SERVICE ACADEMY**

**CONGRESSMAN RUSH HOLT
12TH DISTRICT, NEW JERSEY**

Please provide a list of extra-curricular activities, including athletics, in resume format (sample attached) and attach to application.

I am also seeking a nomination through (check all that apply):

Senator Frank Lautenberg

Senator Robert Menendez

Other (please specify) _____

PLEASE READ BEFORE SIGNING: I have read the Information Packet explaining the nominating procedures and am familiar with these requirements. I certify that I am a citizen of the United States, a legal resident of the 12th Congressional District of New Jersey, at least 17 years of age and not yet 23 years old on July 1, 2011 (25 years of age for U.S. Merchant Marine Academy), that I am unmarried, not pregnant, and without legal obligation to support children or other dependents. I certify that all the information I have submitted to Congressman Holt is correct. I understand that if I have not submitted all necessary materials by the **October 15, 2010** postmark deadline, I will not be considered for a nomination.

SIGNATURE OF APPLICANT

DATE

**SEND ALL INFORMATION TO:
Congressman Rush Holt
50 Washington Road
West Windsor, NJ 08550**

PLEASE KEEP A COPY OF THESE MATERIALS FOR YOUR RECORDS

SAMPLE RESUME

Name

Address

Phone #

Email address

Academics

HS

HS location

- Achievements: National Honor Society, Honor roll (2XXX-201X), 1st place science fair, etc
- Type of academic load you take: Honors, AP classes and scores on AP exams
- Foreign Languages studied- Chinese (1yr) accompanied by an emersion trip to China (2007) and Latin (2yrs).
- Community College.
- Summer Programs of study.

Athletics

HS Sport 1, *League*

2008–Pres

- Captian/Co-captain
- Championships
- Years letterd

HS Sport 2, *League*

2008–Pres

- Captian/Co-captain
- Championships
- Years letterd

Competitive Club Sport, *League*

2006–2007

- Key roles like Captain
- Individual recognition
- Championships

Individual Competition Achievements

2008

- 1st place in NY Marathon

Activities

Community Activity, *Name and location*

2008–Pres

- Contributions
- Recognition
- Hours of service (optional)

Scouting, *Troop Location*

2008–Pres

- Rank/Awards.
- Special Projects

School Activity, *HS location*

2009

- Officer (Pres, VP, etc).
- Contributions

JROTC, *HS location*

2009

- Contributions
- Position

Employment

Special Committee

2009–2010

- Position
- Contribution to the school

Special Event

- Ran USGA US Open
- Brought in \$500 million in sponsorships

2009–2010

School Involvement

Club Name, location

2003–2007

- **What you did.**
- **Awards**

Club Name, location

Summer

- **What you did.**
- **Awards**

2009

